

The seal of James City County is circular. It features a sailing ship on the water. The text "James City County" is arched over the top, "218" is in the center, and "Jamestown 1607" is at the bottom.

ASSISTANT MANAGER JAMES CITY SERVICE AUTHORITY

DEPARTMENT: James City Service Authority

NATURE OF WORK:

Assists General Manager in management and administration of the James City Service Authority.

Performs advanced professional and administrative work requiring management, supervisory, and analytical skills, as well as, knowledge of Service Authority programs and operations. Duties are performed under the managerial direction of General Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists in effectively administering water and sewer service activities, including operations, maintenance, and customer billing.

Develops budget for James City Service Authority; reviews and recommends request for changes in base budget; prepares budget analysis for management and Board of Directors.

Coordinates budget control and monitoring processes; assists division managers in managing budgets.

Develops and coordinates changes to Regulations Governing Utility Service for management and Board of Directors.

Coordinates departmental needs with Financial and Management Services, Human Resource, and other departments of the County. Expedites services for the divisions of the Authority.

Researches and analyzes data and information related to the programs and activities of the Authority, as well as those proposed for the department.

Represents the Authority and the General Manager on various occasions and serves on a variety of internal and external committees. Acts in the absence of the General Manager.

Manages/coordinates productivity improvement, performance measurement, employee recognition, and innovation programs.

Develops and implements safety programs, procedures and training. Serves as Authority Safety Manager.

Prepares written and oral reports for action by General Manager, County Administrator, and/or Board of Directors.

Conducts and supervises a wide variety of special projects in the Authority including policy analysis and development, facility utilization, and customer service enhancement.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

WORK LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates standard office equipment to include computer keyboard, telephone, calculator, etc. Requires driving Authority or personal vehicle to meeting and other Authority locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of management and supervisory practices.

Thorough knowledge of data analysis and collection principles.

Ability to manage several projects simultaneously and to meet deadlines.

Ability to express ideas concisely, orally, and in writing.

Ability to establish and maintain effective working relationships with staff, other County officials, and the public.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree in public or Business Administration; a Master's Degree is preferred; extensive management in local government or related field including considerable supervisory experience; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

Date: June 2003
amanjcsa.218_102_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Assistant Manager
Department: JCSA

Position Number: 218
Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others _____
- _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device
- ☐ Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry					✓		✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
☒ 8' to 10' step ladder
☒ Extension ladder
☐ Other _____
☐ Not essential to job function

Stairways

- ☒ 1 flight
☒ 2 flights
☒ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☒ 1-2
☒ 2-3
☒ 3-4
☐ Other _____
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand	✓						✓		
Sit				✓					✓
Walk	✓						✓		
Run									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☒ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)
☐ Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			